



Managing Your iSupplier Profile

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If you have any questions before accessing your iSupplier account for the first time, please contact the Supply Registration Help Desk. They will ask you for information including: company name, company tax identification number, contact information, etc. in order to assist you.

Supplier Registration Help Desk:
supreg@sandia.gov

Summary of Your iSupplier Profile

Once you have an iSupplier account and registered user for your company, you can create and maintain a profile describing your company. Your profile will consist of Business Classifications, Supplier Details, an Address Book, a Contact Directory and Products and Services.

The rest of this job aid will describe how to manage the information in your company's profile.

NOTE: Registration with Sandia National Laboratories and use of the iSupplier portal does not guarantee placement on solicitations or contract award.

Accessing your Account for the First Time

Once you have requested a registered user account, your information will be reviewed by an administrator. After it is approved, you will receive an email with a link to the iSupplier portal, your Username and a one-time password:

You have been registered at Sandia National Laboratories for access to their supplier collaboration network. You can [log on](#) with the username [SARAH@ACME.COM](#) and the password Ab1+29645.

When you first log on, you will be required to change your password for security purposes. Contact [administrator](#) for additional information.

Thank you.

"Click" on the link titled **log on** in the email. You will be directed to a new page where you will be asked to enter your Username and Password. You will then be redirected to a page where you will be asked to

change your password. Enter the Password from the email and then enter a new password (confirm your new password by re-entering it into the next field below). “Click” **Apply**.

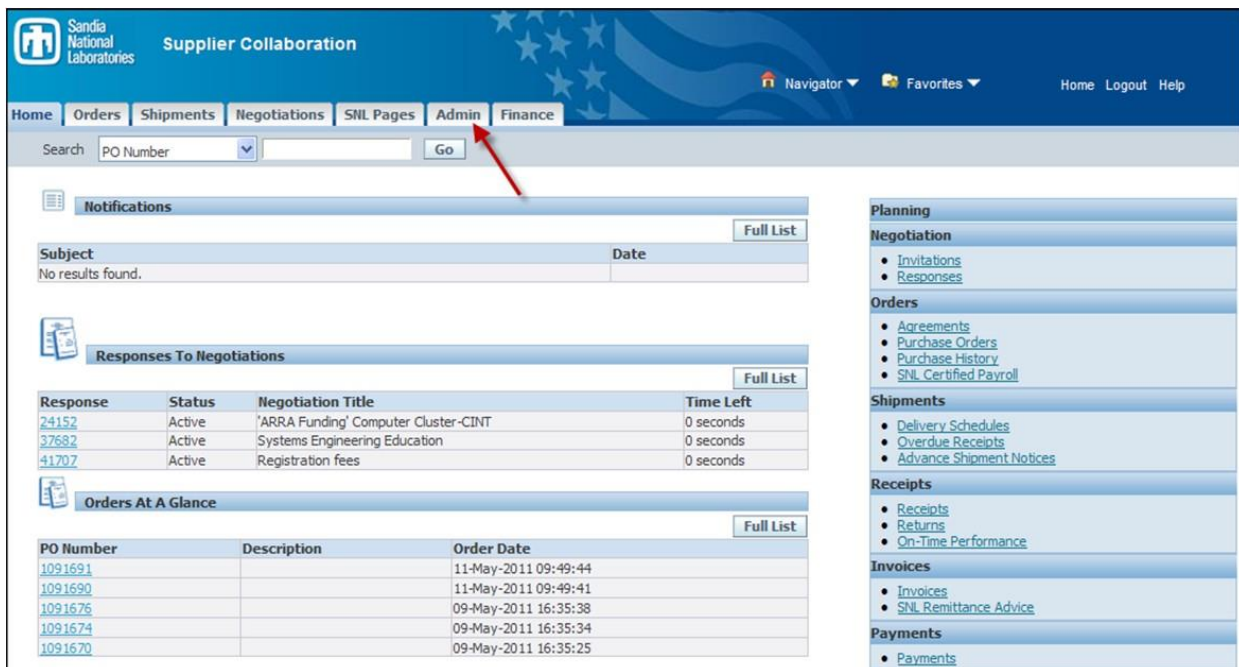
NOTE: This password must be 8 characters long. It must also contain at least 1 letter and 1 number.



The image shows a 'Change Password' form with a blue header. The form contains three password fields: 'Current Password', 'New Password', and 'Re-enter New Password', each with a masked input field. A tip message states: 'TIP Password must be at least 8 characters long.' At the bottom right, there are 'Cancel' and 'Apply' buttons. A red arrow points to the 'Apply' button.

Navigating to Your Profile

Upon logging-in, your browser will be directed to the iSupplier home page (illustrated below). “Click” on the tab labeled **Admin** to navigate your profile.



The image shows the 'Supplier Collaboration' home page. The top navigation bar includes tabs for Home, Orders, Shipments, Negotiations, SNL Pages, Admin, and Finance. A red arrow points to the 'Admin' tab. Below the navigation bar is a search bar with a dropdown menu set to 'PO Number' and a 'Go' button. The main content area is divided into several sections: 'Notifications' (No results found), 'Responses To Negotiations' (table with 4 columns: Response, Status, Negotiation Title, Time Left), 'Orders At A Glance' (table with 3 columns: PO Number, Description, Order Date), 'Planning' (links for Negotiation, Orders, Shipments, Receipts, Invoices, Payments), and 'Negotiation' (links for Invitations, Responses).

Response	Status	Negotiation Title	Time Left
24152	Active	'ARRA Funding' Computer Cluster-CINT	0 seconds
37682	Active	Systems Engineering Education	0 seconds
41707	Active	Registration fees	0 seconds

PO Number	Description	Order Date
1091691		11-May-2011 09:49:44
1091690		11-May-2011 09:49:41
1091676		09-May-2011 16:35:38
1091674		09-May-2011 16:35:34
1091670		09-May-2011 16:35:25

Company Information (a.k.a. Company Profile)

Upon selecting the **Admin** tab, your browser will be automatically directed to the first page of your profile: the **Company Profile** page. On the **Company Profile** page you can attach a file, URL or text that Sandia would find to be useful when looking for a supply base for a particular product or service type. Sandia would specifically like to see your W-8, your W-9, links to your company's home page and insurance information included. This page also displays your name as it is recorded in the iSupplier database, your Tax ID number, etc. To update this information, "click" on **Organization** under **Company Profile**. For a step by step guide to updating this information, please see the **Organization** section of this Job Aid.

To add a file/URL/text:

1. Under your company's **General** information "Select" **Add Attachments**

The screenshot shows the 'Supplier Collaboration' interface. The top navigation bar includes 'Home', 'Orders', 'Shipments', 'Negotiations', 'SNL Pages', 'Admin', and 'Finance'. The 'Admin' tab is selected. On the left, the 'Profile Management' sidebar lists 'General' and 'Company Profile' (with sub-items: Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Payment & Invoicing, and Surveys). The main content area is titled 'General' and contains fields for Organization Name, Supplier Number, Parent Supplier Name, DUNS Number, Tax Registration Number, Taxpayer ID, and Country of Tax Registration. Below this is the 'Attachments' section, which includes a search bar and a table. The table has columns: MarkView, Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, and Publish to Catalog. The 'Add Attachment...' button is highlighted with a red arrow.

MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog

2. Enter Title, Description, Select a Category, Select Attachment Type and Select Apply

3. Your newly uploaded attachment will be shown. Edit options include **Update**, **Delete** and **Publish to Catalog**. To delete an attachment, “click” the trashcan icon for that entry. To update an attachment “click” the pencil icon for that entry. **PLEASE NOTE: DO NOT use the Publish to Catalog feature.**

Add Attachment...										
MarkView	Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
	Acme Home Page (www.acmehome.co...)	Web Page	Web Page	From Supplier	SARAH@ACME.COM	03-Jun-2011	One-Time			

Organization

From the Organization tab you have the ability to provide essential information about the structure of your company. This information is essential to Sandia.

Managing Your iSupplier Profile

1. On the **Organization** page enter all required fields as well as any additional fields as desired and appropriate.

Organization

Cancel Save

D-U-N-S Number Chief Executive Name
Legal Structure Chief Executive Title
Principal Name
Year Established Principal Title
Incorporation Year
Control Year
Mission Statement
Total Employees
Organization Total Corporate Total
Organization Total Type Corporate Total Type
Tax and Financial Information
Taxpayer ID Analysis Year
Tax Registration Num Currency Preference
Fiscal Year End Annual Revenue
☐ Federal Agency Potential Revenue
For next fiscal year.
Cancel Save

2. When you have entered all of your desired information “click” **Save**. This will update your information both under your company’s **Organization** information as well as your company’s **General** information.

Organization

Cancel Save

D-U-N-S Number Chief Executive Name
Legal Structure Chief Executive Title
Principal Name
Year Established Principal Title
Incorporation Year
Control Year
Mission Statement
Total Employees
Organization Total Corporate Total
Organization Total Type Corporate Total Type
Tax and Financial Information
Taxpayer ID Analysis Year
Tax Registration Num Currency Preference
Fiscal Year End Annual Revenue
☐ Federal Agency Potential Revenue
For next fiscal year.
Cancel Save

Address Book

Your iSupplier Profile also gives you the functionality to maintain your address details online. You can create, modify and remove multiple addresses. Addresses can include sales offices in different locations, central pay locations, and/or distribution centers. Sandia defines these addresses as vendor sites and requires at least one address for purchase order award and payment purposes. After you enter your address book information, an administrator will be notified and will promptly review the information to decide how to use the details. This is not an automatic process and may take up to a few days for the administrator to approve.

To Manage Address Book Details:

1. On the Profile Management page, “click” **Address Book**. You can select from a list of current addresses if they exist in your company.

Sandia National Laboratories iSupplier Portal

Home Orders Shipments Planning Product Admin Finance Intelligence CertPay

Profile Management

- General
- Company Profile
 - Organization
 - Address Book** (highlighted with red arrow)
 - Contact
 - Directory
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

General

Organization Name **ACME Corporation** DUNS Number
 Supplier Number **51036** Tax Registration Number
 Alias
 Parent Supplier Name Taxpayer ID
 Parent Supplier Number Country of Tax Registration

Attachments

Search



Note that the search is case insensitive

Title

[Show More Search Options](#)

2. The **Address Book** page displays any current addresses you have defined. Edit options include **Update** and **Remove**. To remove any address, “click” the trashcan icon for that entry. To update an address “click” the pencil icon for that entry.

Address Book



Address Name ▲	Address Details	Country	Update	Remove
ABQ-1	550 Wiley Way Albuquerque, NM 87123	United States		

To Add a New Address:

1. "Click" Create

Address Book

Create 

Address Name	Address Details	Country	Update	Remove
ABQ-1	550 Wiley Way Albuquerque, NM 87123	United States		

2. On the **Create Address** page, complete the required fields and any additional fields as appropriate. "Select" Save when finished.

Create Address

* Indicates required field

Supplier Name **ACME Corporation** Supplier Number **51036**

* Address Name Phone Area Code

Country Phone Number

* Address Line 1 Fax Area Code

Address Line 2 Fax Number

Address Line 3 Email Address

Address Line 4

* City/Town/Locality ☒ Purchasing Address

County ☒ Payment Address

State/Region ☐ RFQ Only Address


Province

* Postal Code

Note

Note

Include any additional details about the address such as the type of address. This will be visible to other buyers within your organization as well as to the supplier. Also, include brief notes to buyer about the change when changing address information.

Cancel Save 

Cancel Save





3. A confirmation screen will show that your address has been added to your Address Book.

Confirmation

NM-ABQ-2 has been added to your Address Book.

Address Book

Create

Address Name	Address Details	Country	Update	Remove
ABQ-1	550 Wiley Way Albuquerque, NM 87123	United States		
NM-ABQ-2	12345 Supplier Avenue Albuquerque, New Mexico 87654	United States		

Contact Directory

From the Contract Directory page, you can create and modify the information about multiple contacts with your organization who could be dealing with Sandia. You should create contacts who you expect will be involved with selling the company's goods and services. After entering the contact details, you can associate the contact to the appropriate address. Contacts can be linked to as many addresses as relevant. Each contact must be unique, based on the combination of their first name, last name and phone number. Contacts that no longer represent your company can be removed.

From the left side of the Profile Management page, "click" **Contact Directory**. The **Contact Directory** page displays your company's current list of contacts.

Sandia National Laboratories iSupplier Portal

Home Orders Shipments Planning Product Admin Finance Intelligence CertPay

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory (highlighted with red arrow)
 - Business Classifications
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

General

Organization Name **ACME Corporation** DUNS Number
 Supplier Number **51036** Tax Registration Number
 Alias
 Parent Supplier Name Taxpayer ID
 Parent Supplier Number Country of Tax Registration

Attachments

Search

Note that the search is case insensitive

Title

[Show More Search Options](#)

To Add a New Contact

1. "Click" Create

Contact Directory : Active Contacts

(highlighted with red arrow)

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			

2. On the **Create Contact** page, complete the required fields and any additional fields as appropriate, “select” **Save** when finished.

Create Contact

* Indicates required field

Contact Title

First Name

Middle Name

* Last Name

Job Title

Department

Contact Email


Phone Area Code

Phone Number

Phone Extension

Fax Area Code

Fax Number



3. A **Confirmation** will show you that the contact has been added to your Contact Directory.

Confirmation

Test Supplier has been added to your Contact Directory.


Contact Directory : Active Contacts

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			
Test	Supplier	888 888-8888	testsupplier@sales.com	Pending				

To Update or Remove a Contact:

You can update contacts as needed by clicking on the pencil icon. You can remove any obsolete contacts by clicking the trashcan icon. You can view addresses associated with the contact by clicking on the blue square icon.

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			
Test	Supplier	888 888-8888	testsupplier@sales.com	Pending				

To Associate an Address to a Contact:

1. On the **Contacts Directory** page, “click” the Addresses icon for the contact.

Contact Directory : Active Contacts

Create

First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			
Test	Supplier	888 888-8888	testsupplier@sales.com	Pending				

2. “Click” **Add Another Row**

Admin: Profile Management: Contact Directory > Contact Directory : Active Contacts >

Address Associations for Contact

The addresses associated with the contact can be maintained in this page.

Cancel Save

Address Name	Address Details	Remove
No results found.		
Add Another Row		

Cancel Save

3. “Click” the magnifying glass icon

Admin: Profile Management: Contact Directory > Contact Directory : Active Contacts >

Address Associations for Contact

The addresses associated with the contact can be maintained in this page.

Cancel Save

Address Name	Address Details	Remove
<input type="text"/>		
Add Another Row		

Cancel Save

4. You may search the address database by **Address Name** or **Address Details**. “Select” your search by preference from the drop down Search By menu. Enter either the name of the address you wish to find

or the details of the address you'd like to add. If you are unsure of the exact name, you can enter a "%" before and after your search terms to include all addresses that include your search term. "Click" **Go**.

Search and Select:

Cancel

Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Address Name

%Abq%

Go

Address Name

Address Details

Results

Select	Quick Select	Address Name	Address Details
		No search conducted.	

Cancel

Select

5. "Select" the address that you would like to associate to the contact then "click" **Select**.

Search and Select:

Cancel

Select

Search

To find your item, select a filter item in the pulldown list and enter a value in the text field, then select the "Go" button.

Search By

Address Name

%Abq%

Go

Results

Select	Quick Select	Address Name	Address Details
<input type="radio"/>		ABQ-1	550 Wiley Way, Albuquerque, NM, NM, US
<input checked="" type="radio"/>		NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, New Mexico, US

Cancel

Select

6. You will then see the address you just chose show up in the **Address Associations for Contact** page. "Click" **Save**.

Admin: Profile Management: Contact Directory >

Address Associations for Contact

The addresses associated with the contact can be maintained in this page.

Cancel

Save

Address Name	Address Details	Remove
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, New Mexico, US	

Add Another Row

Cancel

Save

7. You will then be directed back to the **Contact Directory**. Note that the status of the Contact that was just associated with the address is now listed as **Change Pending**. This is not an automatic process and may take up to a few days for the administrator to approve the change.

Contact Directory : Active Contacts								
Create								
First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			
Test	Supplier	888 888-8888	testsupplier@sales.com	Change Pending				

To Remove a Contact from an Address:

1. On the Contacts Directory page, “click” the icon under the addresses tab for the contact.
2. Look under **Address Associations for Contact**. If there is an address that you no longer wish to be associated with the contact, “click” the trashcan icon under remove.

Admin: Profile Management: Contact Directory >		
Address Associations for Contact		
The addresses associated with the contact can be maintained in this page.		
Address Name	Address Details	Remove
ABQ-1	550 Wiley Way, Albuquerque, NM, NM, US	
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, New Mexico, US	
Add Another Row		
Cancel		Save

3. You will then see the address taken off of the **Address Associations for Contact**. “Click” **Save**.

Address Associations for Contact		
The addresses associated with the contact can be maintained in this page.		
Address Name	Address Details	Remove
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, New Mexico, US	
Add Another Row		
Cancel		Save

4. You will then be directed back to the **Contact Directory**. Note that the status of the Contact that was just associated with the address is now listed as **Change Pending**. This is not an automatic process and may take up to a few days for the administrator to approve the change.

Contact Directory : Active Contacts								
Create								
First Name	Last Name	Phone Number	Email	Status	User Account	Remove	Addresses	Update
Wiley	Coyote		wiley@acme.com	Current	✓			
Sarah	SalesLady	555 987-5296	sarah@acme.com	Current	✓			
Nancy	Smith	555 123-4567	sales@acme.com	Current	✓			
Test	Supplier	888 888-8888	testsupplier@sales.com	Change Pending				

Business Classifications

Sandia National Laboratories has a regulatory requirement to report accurate and current business status and socioeconomic data through Sandia's annual contractor recertification process. That means that on an annual basis, you will need to navigate to the business classifications page on your profile and recertify your business classifications.

To Select Business Classifications:

1. From the left of any Profile Management page, "click" the **Business Classifications** link.

<ul style="list-style-type: none"> • General • Company Profile <ul style="list-style-type: none"> ○ Organization ○ Address Book ○ Contact Directory ○ Business Classifications ○ Product & Services ○ Banking Details ○ Payment & Invoicing 	<div> <div>General</div> <div> <div>Organization Name ACME Corporation</div> <div>Supplier Number 51036</div> <div>Alias</div> <div>Parent Supplier Name</div> <div>Parent Supplier Number</div> </div> <div> <div>DUNS Number</div> <div>Tax Registration Number</div> <div>Taxpayer ID</div> <div>Country of Tax Registration</div> </div> </div> <div> <div>Attachments</div> <div>Search</div> <div>Note that the search is case insensitive</div> <div>Title <input type="text"/></div> <div>Go</div> <div>Show More Search Options</div> </div>
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2. Note: Please read and “check” the certification statement prior to completing this section.

On the Business Classifications page, “click” the **Applicable** box to enable that classification. “Select” arrows or drop down menu to navigate through all business classifications.

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact
 - Directory
 - Business Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications [Cancel] [Save]

Certification

NOTICE: UNDER U.S.C.645(D), ANY PERSON WHO MISREPRESENTS A FIRM'S STATUS AS A SMALL, HUBZONE SMALL, SMALL DISADVANTAGED, OR WOMEN-OWNED SMALL BUSINESS CONCERN IN ORDER TO OBTAIN A CONTRACT TO BE AWARDED UNDER THE PREFERENCE PROGRAM ESTABLISHED PURSUANT TO SECTION 8(A), 8(D), 9, OR 15 OF THE SMALL BUSINESS ACT OR ANY OTHER PROVISION OF THE FEDERAL LAW THAT SPECIFICALLY REFERENCES SECTION 8(D) FOR A DEFINITION OF PROGRAM ELIGIBILITY, SHALL BE: (I) PUNISHED BY IMPOSITION OF FINE, IMPRISONMENT, OR BOTH; (II) SUBJECT TO ADMINISTRATIVE REMEDIES, INCLUDING SUSPENSION AND DEBARMENT; AND (III) INELIGIBLE FOR PARTICIPATION IN PROGRAMS CONDUCTED UNDER THE AUTHORITY OF THE ACT

☒ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **24-Nov-2010** By **MISS Sarah SalesLady**

✓ TIP Date format example: 27-Dec-2010
✓ TIP At least one entry is required.

Previous 1-15 Next 15

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Large Business	<input checked="" type="checkbox"/>				
Small Business	<input type="checkbox"/>				
Small Disadvantaged 8(A)	<input type="checkbox"/>				

3. “Select” applicable classifications. Enter your Certificate Number, Certifying Agency and Expiration Date when applicable.

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact
 - Directory
 - Business Classifications**
 - Product & Services
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications [Cancel] [Save]

Certification

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Previous 1-15 Next 15

Classification	Applicable	Minority Type	Certificate Number	Certifying Agency	Expiration Date
Large Business	<input checked="" type="checkbox"/>				
Small Business	<input type="checkbox"/>				
Small Disadvantaged 8(A)	<input type="checkbox"/>				

4. When finished, ensure that you have “checked” the box certifying that the information you entered is correct.

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business**
- Classifications**
 - Product & Services**
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications

Certification

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☒ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **24-Nov-2010** By **MISS Sarah SalesLady**

✓TIP Date format example: 27-Dec-2010
✓TIP At least one entry is required.

5. “Select” **Save** when all applicable classifications have been selected.

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business**
- Classifications**
 - Product & Services**
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications

Certification

NOTICE: UNDER U.S.C.645(D), ANY PERSON WHO MISREPRESENTS A FIRM'S STATUS AS A SMALL, HUBZONE SMALL, SMALL DISADVANTAGED, OR WOMEN-OWNED SMALL BUSINESS CONCERN IN ORDER TO OBTAIN A CONTRACT TO BE AWARDED UNDER THE PREFERENCE PROGRAM ESTABLISHED PURSUANT TO SECTION 8(A), 8(D), 9, OR 15 OF THE SMALL BUSINESS ACT OR ANY OTHER PROVISION OF THE FEDERAL LAW THAT SPECIFICALLY REFERENCES SECTION 8(D) FOR A DEFINITION OF PROGRAM ELIGIBILITY, SHALL BE: (I) PUNISHED BY IMPOSITION OF FINE, IMPRISONMENT, OR BOTH; (II)SUBJECT TO ADMINISTRATIVE REMEDIES, INCLUDING SUSPENSION AND DEBARMENT; AND (III) INELIGIBLE FOR PARTICIPATION IN PROGRAMS CONDUCTED UNDER THE AUTHORITY OF THE ACT

☒ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **24-Nov-2010** By **MISS Sarah SalesLady**

✓TIP Date format example: 27-Dec-2010
✓TIP At least one entry is required.

6. Once you have saved your classifications, under the certification NOTICE you will see both the date that your company was last certified as well as the user who certified your company.

Profile Management

- General
- Company Profile**
 - Organization
 - Address Book
 - Contact Directory
 - Business**
- Classifications**
 - Product & Services**
 - Banking Details
 - Payment & Invoicing
 - Surveys

Business Classifications

Certification

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☐ I certify that I have reviewed the classification below and they are current and accurate.

Last Certified **24-Nov-2010** By **MISS Sarah SalesLady**

Products and Services

Sandia National Laboratories has a list of categories and subcategories that are used to categorize the products and services that are acquired. This information may be used for source selection and reporting purposes. You can increase your company's visibility by adding to the products and services that your company offers.

To Select Products and Services:

1. On the **Profile Management** page, "click" **Product and Services**

Sandia National Laboratories iSupplier Portal

Home Orders Shipments Planning **Product** Admin Finance Intelligence CertPay

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
 - Product & Services**
 - Banking Details
 - Payment & Invoicing
 - Surveys

General

Organization Name **ACME Corporation** DUNS Number
 Supplier Number **51036** Tax Registration Number
 Alias
 Parent Supplier Name Taxpayer ID
 Parent Supplier Number Country of Tax Registration

Attachments

Search

Note that the search is case insensitive

Title

[Show More Search Options](#)

2. To add a new product/service definition, "click" **Add**

Profile Management

- General
- Company Profile
 - Organization
 - Address Book
 - Contact Directory
 - Business Classifications
 - Product & Services**

Products and Services

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
No results found.				

3. On the Add Products and Services page, browse for a required product or service. Use the select arrows or the drop down menu to navigate through all products and services. “Select” your product/service.

Add Products and Services : (ACME Corporation)

☒ Browse All Products & Services
☐ Search for Specific Product & Service

< Previous 1-10 Next 10 >

Code	Products and Services	View Sub-Categories Applicable
AEROSPACE	AEROSPACE	<input type="checkbox"/> Applicable
AUTOMOTIVE	AUTOMOTIVE	<input type="checkbox"/> Applicable
BUILDING	BUILDING	<input type="checkbox"/> Applicable
CHEMICALS	CHEMICALS	<input type="checkbox"/> Applicable
COMPUTER	COMPUTER	<input checked="" type="checkbox"/> Applicable
CONCURRENT DESIGN & MFG	CONCURRENT DESIGN & MANUFACTURING	<input type="checkbox"/> Applicable
CONSTRUCTION	CONSTRUCTION	<input type="checkbox"/> Applicable
CONSTRUCTION MATERIALS	CONSTRUCTION MATERIALS	<input type="checkbox"/> Applicable
CONSULTANT	CONSULTANT	<input type="checkbox"/> Applicable
COPIER	COPIER	<input type="checkbox"/> Applicable

< Previous 1-10 Next 10 >

4. “Select” **View Sub Categories** for the Product/Service that has been selected.

Add Products and Services : (ACME Corporation)

☒ Browse All Products & Services
☐ Search for Specific Product & Service

< Previous 1-10 Next 10 >

Code	Products and Services	View Sub-Categories Applicable
AEROSPACE	AEROSPACE	<input type="checkbox"/> Applicable
AUTOMOTIVE	AUTOMOTIVE	<input type="checkbox"/> Applicable
BUILDING	BUILDING	<input type="checkbox"/> Applicable
CHEMICALS	CHEMICALS	<input type="checkbox"/> Applicable
COMPUTER	COMPUTER	<input checked="" type="checkbox"/> Applicable
CONCURRENT DESIGN & MFG	CONCURRENT DESIGN & MANUFACTURING	<input type="checkbox"/> Applicable
CONSTRUCTION	CONSTRUCTION	<input type="checkbox"/> Applicable
CONSTRUCTION MATERIALS	CONSTRUCTION MATERIALS	<input type="checkbox"/> Applicable
CONSULTANT	CONSULTANT	<input type="checkbox"/> Applicable
COPIER	COPIER	<input type="checkbox"/> Applicable

< Previous 1-10 Next 10 >

5. On the **Add Products and Services** subcategory page, browse for a required subcategory. Use the select arrows or the drop down menu to navigate through the subcategories. "Select" the product/service subcategory and "click" **Apply**.

Admin: Profile Management: Product & Services >
Add Products and Services: COMPUTER :COMPUTER (ACME Corporation)

Cancel Apply

Previous 1-10 Next 10

Code	Products and Services	View Sub-Categories Applicable
DESKTOP/LAPTOP/PC/MAC	DESKTOP/LAPTOP/PC/MAC	<input checked="" type="checkbox"/> Applicable
HARDWARE	HARDWARE	<input checked="" type="checkbox"/> Applicable
LAPTOP	LAPTOP	<input type="checkbox"/> Applicable
LEASE	LEASE	<input type="checkbox"/> Applicable
MAINTENANCE	MAINTENANCE	<input checked="" type="checkbox"/> Applicable
MISCELLANEOUS	MISCELLANEOUS	<input type="checkbox"/> Applicable
MODEM WIRELESS	MODEM WIRELESS	<input type="checkbox"/> Applicable
PERIPHERALS	PERIPHERALS	<input type="checkbox"/> Applicable
PRINTER RIBBONS	PRINTER RIBBONS	<input type="checkbox"/> Applicable
PRINTER RIBBONS RECYCLED	PRINTER RIBBONS RECYCLED	<input type="checkbox"/> Applicable

Previous 1-10 Next 10

6. A **Confirmation** screen will show you the Product and Service categories have been added to your profile. "Select" **Return to Products and Services** to view your Products and Services.

Confirmation

The following Product and Service categories have been added to your profile.

- COMPUTER.DESKTOP/LAPTOP/PC/MAC
- COMPUTER.HARDWARE
- COMPUTER.MAINTENANCE

[Return to Products and Services](#)

7. You will return to the **Products and Services** page where you will see **Pending Approval** under the **Approval Status** tab. This is not an automatic process and may take up to a few days for the administrator to approve the change.

Products and Services

Remove Add

Select All | Select None

Select Code	Products and Services	Date Added	Approval Status	View Sub-Category
<input type="checkbox"/> COMPUTER.DESKTOP/LAPTOP/PC/MAC	COMPUTER.DESKTOP/LAPTOP/PC/MAC	02-Dec-2010	Pending Approval	
<input type="checkbox"/> COMPUTER.HARDWARE	COMPUTER.HARDWARE	02-Dec-2010	Pending Approval	
<input type="checkbox"/> COMPUTER.MAINTENANCE	COMPUTER.MAINTENANCE	02-Dec-2010	Pending Approval	

Payment & Invoicing

In this section of your Company Profile you have the ability to first, specify payment details for your addresses. You then have the ability to track all payments and invoices that your company is involved in as well as keep track of which of your addresses each payment is associated with.

To Search Addresses

1. You may search the address database by **Address Name** or **Address Details**. “Select” your search by preference from the drop down Search By menu. Enter either the name of the address you wish to find or the details of the address you’d like to add. If you are unsure of the exact name, you can enter a “%” before and after your search terms to include all addresses that include your search term. “Click” **Go**.

The screenshot shows the Sandia National Laboratories iSupplier Portal. The top navigation bar includes links for Home, Orders, Shipments, Planning, Product, Admin, Finance, Intelligence, and CertPay. The left sidebar lists various profile management options, with 'Payment & Invoicing' currently selected. The main content area is titled 'Payment and Invoicing' and features a search section. A red arrow points to the 'Go' button in the search section. Below the search section is a table with columns: Address Name, Address Details, Payment Method, Payment Currency, Invoice Currency, and Notification Method. The first row of the table contains the text 'No search conducted.'

2. Once you find the desired address “select” a specific choice from each of the following dropdown menus:

- **Payment Method**—this is your desired method of payment
- **Payment Currency**—this is the currency that you wish to complete payments in. Normally you will choose USD.
- **Invoice Currency**—this is the currency that you wish any invoices to be in.
- **Notification Method**—this is the way that you desire to be notified of any payments or invoices.

Once you have selected a choice for each of the categories you have the option to “click” either **Cancel** or **Save**. “Click” **Cancel** if you wish to cancel your specified **Payment and Invoicing** Details. When you have finished entering in the correct **Payment and Invoicing** Details “click” **Save**.

Sandia National Laboratories iSupplier Portal

Home | Orders | Shipments | Planning | Product | Admin | Finance | Intelligence | CertPay

Profile Management

- General
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 - Product & Services
 - Banking Details
 - Payment & Invoicing**
 - Surveys

Payment and Invoicing

☐ Hold all Payments ☐ Hold Unmatched Invoices

Invoice Amount Limit
Payment Hold Reason

Search

Note that the search is case insensitive

Address Name: %NM%

Address Name	Address Details	Payment Method	Payment Currency	Invoice Currency	Notification Method
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, 87654, United States	Electronic	US Dollar	US Dollar	Email

3. Once you have successfully saved your **Payment and Invoicing** details you will receive a **Confirmation**.

Sandia National Laboratories iSupplier Portal

Home | Orders | Shipments | Planning | Product | Admin | Finance | Intelligence | CertPay

Profile Management

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 - Banking Details
 - Payment & Invoicing**
 - Surveys

Confirmation

The payment and invoice preferences have been saved.

Payment and Invoicing

☐ Hold all Payments ☐ Hold Unmatched Invoices

Invoice Amount Limit
Payment Hold Reason

Search

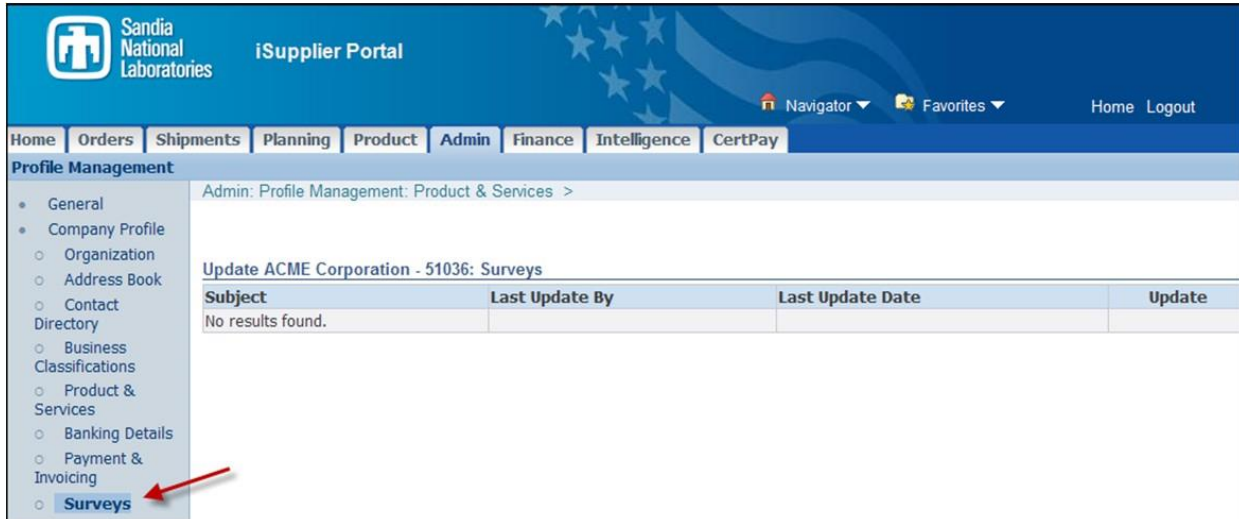
Note that the search is case insensitive

Address Name: %NM%

Address Name	Address Details	Payment Method	Payment Currency	Invoice Currency	Notification Method
NM-ABQ-2	12345 Supplier Avenue, Albuquerque, New Mexico, 87654, United States	Electronic	US Dollar	US Dollar	Email

Surveys

Sandia National Laboratories may at certain times wish to send a survey to its suppliers. If you receive an email stating that you have a survey, you will find it under **Surveys** in your **Company Profile**.



The screenshot shows the Sandia National Laboratories iSupplier Portal. The top navigation bar includes links for Home, Orders, Shipments, Planning, Product, Admin, Finance, Intelligence, and CertPay. The left sidebar, titled 'Profile Management', contains a list of options: General, Company Profile, Organization, Address Book, Contact Directory, Business Classifications, Product & Services, Banking Details, Payment & Invoicing, and Surveys. A red arrow points to the 'Surveys' option. The main content area displays 'Update ACME Corporation - 51036: Surveys' with a table that has columns for Subject, Last Update By, Last Update Date, and Update. The table currently shows 'No results found.'

Subject	Last Update By	Last Update Date	Update
No results found.			

For Further Assistance

You have completed the Managing Your iSupplier Profile informational job aid. You now have the tools and knowledge to effectively manage your iSupplier Profile. Should you run into any problems or if you have any questions, please feel free to contact the Supply Chain Help Desk.

Supplier Registration Help Desk:

supreg@sandia.gov